



State Awards Car Rental Contract

The State’s new primary car rental agency is Budget Car Rental, effective August 9. In addition, the State is currently in the process of selecting a secondary agency to supply rental cars when a Budget car is not available. (Watch next month’s *Travel Update* newsletter for rates and other details of the contract with our new secondary agency.)

The contract with Budget includes the following negotiated rates for vehicles returned to the renting location:

Budget Car Rental			New York Metro & Newark Airport	Manhattan, LGA, JFK
Car Class	Daily Rates	Florida		
Compact	\$38.00	\$39.00	\$62.00	\$62.00
Intermediate	\$38.00	\$39.00	\$62.00	\$62.00
Full Size 2 dr	\$41.00	\$42.00	\$65.00	\$65.00
Full Size 4 dr	\$42.00	\$43.00	\$66.00	\$66.00
Premium	\$50.00	\$51.00	\$74.00	\$74.00
Luxury	\$62.00	\$63.00	\$86.00	\$86.00
Mini Van	\$62.00	\$63.00	\$86.00	\$86.00
Sport Utility	\$59.00	\$60.00	\$83.00	\$83.00

Other Contract Details

- Other details of the Budget agreement include:
- ✓ Free unlimited mileage
  - ✓ Weekly/monthly rental discounts
  - ✓ One-way rental discounts that allow travelers to pay for five days and keep the car for up to seven days
  - ✓ Surcharge of \$5 per day on all car sizes at all stations in the following locations: Atlanta, Baltimore, Boston, Chicago, Detroit, Hartford, Philadelphia, State of Texas, and Washington, D.C.

Budget Canadian Rates

Rates in Canadian dollars for vehicles returned to the renting location are:	
Car Class	Daily Rates
Economy	\$41.00 (CAD)
Compact	\$43.00 (CAD)
Intermediate	\$45.00 (CAD)
Full Size	\$47.00 (CAD)

These Canadian daily rates include unlimited kilometers per day at participating locations. Weekly rates will be six times the daily contract rate on rentals of six or seven days. Extra days will be charged at the daily contract rate. The Canadian rates listed here **do not** apply to one-way rentals.

### Fastbreak Service

An additional feature of the Budget contract is free *Fastbreak Service* memberships for all travelers. Fastbreak eliminates or greatly reduces the amount of time spent waiting to pick up a car at the airport. There is no cost to sign up for the program.

With the *Fastbreak Service*, you save time and get on the road quickly without the lines and paperwork. When you complete an on-line profile you will receive a Budget Customer Number (BCN) at the conclusion of the process. It is important that you provide your BCN to the State Travel Office so they can add it to your traveler profile and use it to book your car rental reservations.

You can access Budget's on-line enrollment form for *Fastbreak Service* and obtain information on program details by going to our Web site at [www.finance.utah.gov/travel/rentalcars.htm](http://www.finance.utah.gov/travel/rentalcars.htm). Go to the bottom of the page and click the link for *Budget Fastbreak Express Service*.

In addition to the contracts with Budget and a secondary car rental agency, travelers may use Enterprise Rent-A-Car for **in-state travel only**.

Please remember that state policy requires all employees who travel on state business to reserve and cancel car rentals through the State Travel Office. Because all car rental agencies on state contract provide full insurance coverage, travelers **should not** take out additional insurance (the insurance does not cover items left in the rental cars). ➔



## Travel Briefs

### State Travel's Average Ticket Price Is Below National Average

Average prices for airline tickets issued by the State Travel Office continue to fall well below the national average. A recent survey by Topaz, International shows that the average **domestic** ticket price is \$566. The State Travel Office's average ticket price for both **domestic and international** travel is \$340.

Our average ticket price is despite the fact that the number of more expensive international air fares booked by our agents increases daily due to the volume of international travel by college and university employees.



### Call Tami Nelson for Help With Group Events



Please remember that Tami Nelson has replaced Nicole Naylor as State Travel Coordinator. If you need to contact Tami for assistance planning group events or to obtain other travel-related information, you can call her at 801-538-3109. You can also e-mail her at [taminelson@utah.gov](mailto:taminelson@utah.gov).

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## **Lynn Vellinga Will Retire October 1**

Lynn Vellinga, Assistant Director of Finance, has accepted a job as the Senior Accounting Officer for the State of Georgia and will retire from Utah state government with 26 years of service on October 1.

We invite those who have worked with Lynn over the years to join us in saying good-bye and good luck. Lynn's retirement party will be held Tuesday, Sept. 28, from 3:00 to 4:30 p.m. in the auditorium of the State Office Building. ➔



## **Be Sure Your Agency Travel Planner Stays Informed**

**A**gencies, please be sure that your travel planners are up-to-date on all of the travel rules and procedures. This is especially important if your travel planner changes.

Not following state procedures can be expensive. For example, last month in one day alone four agencies had to buy a second airline ticket for an employee because the original reservation was not booked in the **exact same name** that appeared on the traveler's driver's license.



Here are some suggestions for how your travel planner can stay informed:

- ❶ Read the *Travel Update* each month and sign up for the list server that notifies you when a new newsletter is posted to our Web site. Send your travel planner's name and e-mail address to Teddy Cramer ([tcramer@utah.gov](mailto:tcramer@utah.gov)) and ask her to subscribe you. Our Web site contains an archive of newsletters that could acquaint a new travel planner with state rules and procedures for booking travel ([www.finance.utah.gov/newsletters/travelupdate.htm](http://www.finance.utah.gov/newsletters/travelupdate.htm)).
- ❷ Check the travel information on our Web site ([www.finance.utah.gov](http://www.finance.utah.gov)). Mouse over the *Services* button on the left, highlight *State Travel*, and then click on one of the topics listed. Information currently posted includes:
  - ◆ *Who to Call* – travel office contacts, emergency phone numbers, etc.
  - ◆ *Hotels* – conference hotel list and link to in-state lodging database
  - ◆ *Caterers* – caterers that agencies have worked with for per diem rates
  - ◆ *FindIt Guide* – informational mini-policy and procedure guide
  - ◆ *Car Rentals* – contract agencies, insurance coverage, time saver program
  - ◆ *Airport Parking* – parking reimbursement, lots that accept per diem, cost of shuttle service
  - ◆ *Contracted Airlines* – list of airline contracts for specific cities
  - ◆ *FAQ* (Frequently Asked Questions) – answers to questions we receive most frequently from travelers and travel planners
  - ◆ *Policies and Procedures* – travel, vehicles, groups, corporate card, etc.
  - ◆ *Forms* – travel-related forms
- ❸ Contact State Travel Administrator Diann Donoviel to request training (801-538-3103 or [ddonoviel@utah.gov](mailto:ddonoviel@utah.gov)). ➔